



377th Distribution Management Center

CAMP ARIFJAN, KUWAIT APO AE 09366

DLR/ORIL EXTERNAL SOP



AFRD-SBLA-DMC

07 Sep 06

MEMORANDUM FOR SWA THEATER UNITS

SUBJECT: DLR/ORIL equipment and document processing

- 1) Reference. DA PAM 710-2, DA PAM 710-2-1, AR 735-5, AR 710-2, AR 750-50, TB-380-41
- 2) Purpose. To establish Theater guidance for military units and organizations under military contract to properly process and account for Unit DLR/ORIL equipment.
- 3) Summary. Effective 20 Feb 06, Units assigned to Southwest Asia (SWA) Theater will be held accountable for returning and clear all DLR/ORIL documents during their deployment.
- 4) Scope. This SOP applies to all RIC-GEO, RIC Managers, Units and military contractors assigned to the SWA Theater.
- 5) Responsibilities. As follows.

a) In-coming Units into SWA Theater

Unit Commanders and SPO's will provide to the Theater DLR/ORIL section and COCSCOM ORIL section, a listing of Unit DODAAC's along with the POC email address. This information is needed to generate the Unit ORIL report issued to the Unit from the CTASC, AJU160 report. A copy of this report will be sent to the customer monthly or Bi-monthly as needed.

b) Theater DLR/ORIL section responsibilities

- 1) Will work closely with AMC Logistics Assistance Representatives (LARS) and warehouse personnel to insure that all reparable are properly classified, received, binned, dispositioned, drained, cleaned, prepared, inspected, and processed for retrograde shipment.
- 2) Will monitor whether the appropriate SARSS transactions are being entered to record receipts, close due-ins, document release actions, and confirm shipments, and report to higher command when SARSS documentation is insufficient.
- 3) Will identify, communicate, and recommend solutions to barriers preventing efficient retrograde of reparable for repair.
- 4) Will assist out-processing customers with clearing their Depot Level Repairables (DLR) and Overaged Recoverable Items Lists (ORIL).



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- 5) Will regularly contact all Direct Support Activities in Theater to validate DLR/ORIL entries for critical items, and submit reports through the chain of command for DLR/ORIL items that require clearing.
- 6) Will monitor the Theater DLR/ORIL report and provide recommendations for document clean-up to CFLCC/C4

c) COSCOM / RIC GEO Managers

- 1) Will provide to the Theater DLR/ORIL section a list of all Unit UIC / DODAAC's which arrive and departed Theater. This list will be sent weekly, and used to validate the Theater Unit financial obligations.
- 2) Will provide to the Theater DLR/ORIL section an update POC list of all SSA's under their control when changes occur.
- 3) Will provide guidance for DLR/ORIL management to Units assigned to their SSA's.
- 4) Will ensure all units have cleared their DLR/ORIL reports.
- 5) Will process all DLR/ORIL documents for purging. When documents can not be purged due to technical problems, will submit their document list through the Theater DLR section to the CTASC for Purging.

d) Unit Commanders responsibilities

Commanders will enforce that "Command Supply Discipline" is adhered to at all times. Commanders should monitor the Unit DLR/ORIL reports and ensure the Unit DLR/ORIL does not exceed 30 days in age.

Note

Clearing the Unit DLR/ORIL is our only safeguard against excessive retrograde and financial obligations to the Theater.

e) ORIL procedures during deployment

NOTICE

Materials listed on the Unit DLR/ORIL report are to be turned-in within 10 days of receipt IAW Army regulations and policies. CFLCC/C4 has authorized 30 days for turn-in from the date of issue. If the materials can not be turned-in within 30 days, the **customer will request for an extension from their RIC-GEO Manager**. For material issued to units outside their RIC-GEO which exceed 30 days, the unit will request for extension from the issuing RIC-GEO manager. Units that fail to comply with this guidance, and become delinquent in the turn-in of their DLR/ORIL (over 60 days and with an excessive dollar amount) will be referred to the RIC-GEO Manager for review. (The RIC-GEO manager will notify the Theater DLR section and CFLCC-C4 of Units that are under review). Upon review, if the RIC, RIC-GEO Manager finds the Unit to be non-responsive in the management of their units DLR/ORIL report, the RIC-GEO manager can take action to have their DODAAC frozen. For Units to have their DODAAC un-frozen the commander will submit a memorandum through NMC-I to CFLCC/C4 requesting this action lifted.



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f) Unit Reconciliation of (DLR/ORIL) Accounts (AJT-028,030 and 031)

Units are responsible for conducting a monthly recon with the SSA, IAW AR 710-2 to ensure;

- 1) Any items no longer required are canceled.
- 2) Validation of open requisition is reconciled.
- 3) Open DLR/ORIL requisitions are reconciled.

g) Initial Issue and PLL increase

Initial Issue

For DLR/ORIL items requested as "Initial Issue or "Increase to Stock";

- 1) Initial Issues are those items issued when the Unit arrives in theater not when the Unit is preparing to leave, or when a mission change requires a change in the TOE/MTOE during the Unit's deployment in Theater.

Note

For items to be authorized as a PLL/Shop Stock initial issue or increase to stock annotated in the remarks column as "Initial Issue or "Increase to Stock" on the DA FORM 2765-1. Request for removal see para.G, 2, a.

- 2) In order to clear the Units DLR/ORIL documents from the report the requesting Unit will;
 - a) Request for DLR/ORIL purge by memorandum signed by the first **05 Commander or Contracting Officer Representative COR (Contractor Organization)** in their chain of command, with a list of documents to be purged.
 - b) Send this memorandum to the RIC-GEO Manager for action.
- 3) Prescribed Load List Demand Supported "PLL DS/RI". If the unit added the item to the PLL based on regular or seasonal demands, attach the **Demand Support Analysis Listing signed by the unit commander**. Units should have **three average monthly demands per part on hand** to justify an addition. DS/RI additions that increase PLL to greater than 150 lines must be approved by the first general staff officer.
- 4) Prescribed Load List Command Supported "PLL CS". If the unit added the item to PLL as a command supported (non-demand supported) item, attach the **authorizing memo signed by the unit commander**. Unit commanders may authorize a maximum of 15 non-demand supported lines.
- 5) Prescribed Load List Initial Stockage "PLL IS". If the item is initial stockage for new equipment, attach **PBO documentation showing the receipt of the new equipment** for which the PLL was added. This accounts for the receipt of new end items, for example stocking an additional generator after receiving five additional M998/HMMWV's.



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Units with Stay Behind Equipment SBE

- 1) Outgoing Units will not transfer DLR/ORIL documents during the RIPTOA process. Units may submit to the RIC-GEO manager a memorandum assuming responsibility for the required DLR/ORIL items.
- 2) List all other Items being transferred (i.e. fans, ice chests, solar shade etc.) will need to be listed on a Memorandum, This Memorandum will indicate the justification for Unit transfer and will have both Outgoing and Incoming Commanders signature Blocks signed.

h) Lost, Damaged or Destroyed

Equipment/Parts on Unit ORIL that are LDD

Anytime there are indications of lost, damaged or destroyed (LDD) property, the commander or the head of the activity should initiate a Financial Loss Investigation of Property Loss (FLIPL) investigation or an AR 15-6 investigation to determine corrective measures that can be taken to correct the deficiency causing the loss, and determine whether financial liability should be assessed (IAW AR 735-5).

If Fraud, Waste, Negligence or abuse is determined to be a factor for Theater Property in question, CFLCC reserves the right to appoint an AR 15-6 Investigative Officer to assess liability.

i) UIC/DODAAC change for SARSS1 and SAMS1

Only SARSS, SAMS, SAAS-MOD, and CL VIII DODAAC's can be realigned to a UIC . This process will take the DODAAC from the redeploying unit and move it to the replacing unit during the RIP/TOA. The change-over transaction can be completed by submitting an email to the DODAAC Cell CFLCC-C4 along with the date that the DODAAC realignment needs to take place.

No ULLS or PBUSE DODAAC's will be transferred from unit to units UIC.

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j) Clearing Unit DLR/ORIL from Theater

- 1) Conduct a Change of Command Inventory IAW AR 735-5.
- 2) Complete a DD Form 200 for LDD equipment. Provide this document to the RIC GEO Manager / SPO
- 3) Units will turn-in all material on their ORIL report that is not dedicated to job orders for SBE/TPE.
- 4) Units may turn-in DLR/ORIL equipment/parts at any theater SSA regardless of which SSA issued the material. It is recommended that units utilize the same SSA for turn-in for which the issue was made. Unit Maintenance and Supply Tech. will provide a copy of the D6Z to issuing SSA or RIC GEO manager to clear that ORIL / DLR document.
- 5) Summarized supporting documents for turn-in on an memorandum and cleared through their SSA. This memorandum will be sent to the RIC GEO Manager to have the document removed from the DLR/ORIL report.
- 6) Unless the issuing SSA can prove with undisputable proof that the issue was valid. The Unit will complete a SDR (Supply Deficiency Report) and submitted it to the issuing SSA and RIC-GEO Manager to clear those ORIL documents.
- 7) Non initial Issue Items are to be transferred for RIP/TOA Units. A Memorandum for Record (MFR) with both incoming and out going Unit commander's signatures blocks will be required. A copy of this MFR will be sent to the RIC GEO Manager in order to clear the out going Unit from those DLR/ORIL documents of stay behind equipment.
- 8) Units at no time will make direct turn-ins to the Defense Reutilization and Marketing Service (DRMO) this IAW DA PAM 710-2-1 chapter 3. All turn-ins to the DRMO must originate from the SSA with the turn-in documentation. Units may be directed to support the SSA by transporting those turn-ins to the DRMO. Instruct supported units on proper DRMO turn-in procedures: Units must take either a DD Form 1348-1 (Issue Release/ Receipt Document) or a DA Form 2765-1 (Request for Issue or Turn-in Document) in 7 parts to the SSA (DRMO 4, Customer 1, SSA Turn-in Section 2). The SSA will visually inspect the items, ensure that the 1348-1 is filled out correctly, and verify that the item has: a RC of Z, O, or F; a blank ARI code; and is not an RX or GSMP line. The SSA will take a copy of the paperwork and hold in a suspense file until the unit returns with the second copy from DRMO verifying that the item has been turned-in. Once the SSA receives the second copy stamped by DRMO, the SSA will process the turn-in document so there will be a record in SARSS of the turn-in. The SSA will maintain a file of the turn-in paperwork in document sequence for a period of two years.
- 9) All excess serviceable expendable and durable supplies must be turned in to the SSA.



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k) Provide ORIL documentation for clearing of DLR/ORIL documents

To finalize the clearing of the Units DLR/ORIL report in Theater. Units will provide all necessary documentation to the SSA, and RIC GEO Managers

l) Failure to clear the Unit ORIL Report

- 1) Units that fail to clear their Unit DLR/ORIL report could result in a set back of the final departure date for selected soldiers to ensure all Unit financials have been cleared.
- 2) CFLCC-C4 reserves the right to appoint an AR 15-6 Investigative Officer to assess liability In the event a Unit fails to clear their DLR/ORIL report through their RIC-GEO manager, Theater DLR section and ASG-KU.

m) OUT-PROCESSING

Out-Processing Check List; clearing the Unit ORIL Report

1. Units must receive Unit DLR/ORIL clearance from their RIC-GEO manager, Theater DLR/ORIL section and ASG-KU. If Unit representatives are unable to clear through Camp Arifjan, in person then a clearing email received from the Theater DLR section will be used to verify that the Units DODAAC's are clear. Units will obtain from the RIC GEO Manager a memorandum stating the Units assigned DODAAC's have been cleared of all financials. A copy of this memorandum must be received and posted by this Office prior to the Units departure.
2. In addition to the Theater DLR/ORIL Section Units must clear, any DLR/ORIL received from for Kuwait base SSA's, RIC's W7A, W7Z and WKQ. Contact ASG-KU (DOL) Financial Section building 306 Camp Arifjan.

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